



## Instructions for Reporting Unclaimed Property

Use Form 2211  
70-9-801 through 70-9-829, MCA

### What is Unclaimed Property?

Any financial asset for which an owner has not generated activity for the following time periods. These assets may include uncashed checks, savings, checking, payroll (wages, bonuses, commissions), credit balances, money orders, customer deposits, travelers checks, stocks and bonds (uncashed dividends, interest checks, underlying shares principle), insurance proceeds, certificates of deposit, and other intangible interests or benefits.

### Holder Responsibility

The holder of unclaimed property must send written notice to the apparent owner of property with a value exceeding \$50, not more than 120 days or less than 60 days before filing the report. (70-9-808(5), MCA)

### Report Due Date

The annual report and payment due date is November 1, and must cover the 12 months preceding July 1 of that year. (Exception: Life insurance companies due date for report and payment is May 1, and must cover the preceding calendar year (70-9-808, MCA)).

### Reporting Requirements (70-9-803, MCA)

#### 1 Year

Company dissolution  
Class action court judgement  
Court or government agency  
Wages and bonuses  
Utility deposits from customers

#### 3 years

Credit memo or refund  
Gift certificate  
Life insurance  
IRA/earliest date of distribution

#### 4 Years

State state warrants

#### 5 years

Stock or equity interest  
Debt/interest payment  
Demand, savings or time deposit  
Contents of safe deposit boxes  
Cashiers checks  
Commissions

#### 7 Years

Money orders

#### 15 Years

Travelers checks

**Instructions (All columns must be completed)**

Column 1 - Enter the full name, (last name, first name, middle initial) of the “owner.” In the case of unclaimed funds held or owed under any life or endowment insurance policy or annuity contract, list the name of the insured or annuitant and the name of the beneficiary.

Column 2 - List the last known address of the “owner.”

Column 3 - List the social security number of the “owner.”

Column 4 - Enter the NAUPA description code of the property (see NAUPA Adopted Standard Property Type Codes sheet enclosed) and identifying number (account number, check number, policy number).

Column 5 - Enter date of last contact with the “owner” or transaction/activity on the account.

Column 6 - Enter the amount due the “owner.”

**Contents of Safe Deposit Boxes**

All the contents must be reported, such as money, jewels, stock certificates, bonds, life insurance policies, promissory notes, deeds, leases, mortgages, contracts, wills, automobile ownership certificates, etc. Nothing may be destroyed. Everything reported must be delivered to the department. Attach Inventory Listing Sheet, Form 2212, for each box.

**Important Reporting Information**

- In the case of unclaimed insurance policy benefits, list the insured's or annuitant's name first and beneficiary's name second.
- In the case of custodial or trustee accounts, list the owner's name first and the custodian's or trustee's name second.
- In the case of cashiers checks or money orders, list the payee's name first and the remitter's name second.
- Provide social security numbers or FEIN. This simplifies the claims process and may be the only information the owner can document to prove ownership.
- Retain a copy of the filed report for your records and mail the original with your remittance to the Department of Revenue.
- This department considers a dormancy charge (service charge) to be lawful only if a valid written and enforceable contract exists between the holder and the owner under which the holder may impose the charge. If the charge is regularly reversed or otherwise canceled, that charge must not be withheld from the payment to the State of Montana. (70-9-806, MCA)
- All property must be reported and remitted. However, the detail information regarding the “owner” is not required for items less than \$50 per owner or for items where the “owner is unknown.

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Unclaimed Property  
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